

**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**  
**Monthly Meeting of April 17, 2008**

**Minutes**

The meeting of April 17, 2008 was called to order at 6:20 p.m., by Chairperson Ms. Gina Y. Ramos. The meeting was held in the President's Conference Room located at the Student Services & Administration Building.

**I. ROLL CALL**

**Trustees Present:** Ms. Maria D. Garcia, Vice Chair, Ms. Charlene K. Flores, Mr. Joseph B. Leon Guerrero,

**Not in attendance:** Mr. Eduardo R. Ila (Prior Commitment)

**Others in attendance:** Ms. Mary A.Y. Okada, President, Mr. Keneth Bautista, Support Staff Advisory Member, Ms. Karen Sablan, Faculty Advisory Member, Attorney Dave Hopkins, Legal Counsel, Mr. John Camacho, Vice President, Administrative Services Division, Carmen K. Santos, Vice President, Business & Finance Division, Reilly Ridgell, Dean, School of Trades & Professional Services, Michelle Santos, Dean, School of Technology & Student Services, Ms. Cathy Gogue, Assistant Director, Communications & Promotions, Ms. Lolita Reyes, Assistant Director, Development & Alumni Relations.

**II. APPROVAL OF MINUTES**

**1. March 6, 2008 Monthly Meeting**

**MOTION**

**IT WAS MOVED BY TRUSTEE MARIA D. GARCIA, SECONDED BY TRUSTEE JOSEPH B. LEON GUERRERO, THAT THE BOARD APPROVES THE MONTHLY MEETING MINUTES OF MARCH 6, 2008, SUBJECT TO CORRECTIONS. MOTION CARRIES. (Voting: 4 ayes, 0 nays)**

**III. COMMUNICATIONS - None.**

**IV. PUBLIC DISCUSSION - None.**

**V. REPORTS**

**1. President's Report:**

**Financial Status of the College:** President Okada reported that as of March 31, 2008, GCC received about 50% of its requested FY08 budget, which is about \$6.1 million. Additionally, she noted that current expenditure, not including encumbrances, amounts to about \$6.5 million, that the cash flow, at the moment, is still sufficient to meet payroll, and that the receipt of additional funds of about \$362,000 is from FEMA.

Other issues reported by President Okada include the following:

- Referring to the Non-skid project for GCC's campus walkways, she reported that of the 18 contractors that picked up a bid package, only nine bids were submitted.
- An RFP issued by GCC was published in the April 16 issue of PDN relative to the removal of coral on GCC's 14-acres of property on Route 15.

- Successful ACCJC training held April 15-17, 2008 on campus. Mr. Jack Pond provided information on Accreditation and GCC representatives provided information on Assessment to training attendees from the College of the Marshall Islands, Northern Marianas College, College of Micronesia-FSM, Palau Community College, and Guam Community College. One-on-one meetings were also held between Mr. Pond and GCC's management & Faculty Senate.
- The submission of GCC's testimony on Bill 201 authored by Senator Guthertz. Bill 201 requires the Guam Public School System and Guam Community College to enter into a Memorandum of Agreement on the use of GPSS's "usable facilities" in support of high school courses for adult students. President Okada emphasized that it is not GCC's intent to offer any middle school or high school programs, but rather to use GPSS's middle and/or high school facilities to offer courses for the adult high school program. Other discussions brought up during the public hearing centered on what is considered to be direct or indirect costs, and on the issue of potential cost for the use of GPSS's facilities by GCC. Additionally, with the impending military build up on island, President Okada noted that the public hearing provided GCC the opportunity to relay that GCC does not have sufficient facilities to offer the additional classes, especially with the expected incoming military personnel and their families. The president did however highlight that as part of GCC's outreach program, GCC does provide adult courses/classes at various Mayor's offices on island.
- Donation of a diesel engine, additional equipment and supplies by Cars Plus, valued at \$12,000+, to support GCC's Diesel Mechanic course offerings.
- During the March 17-20, 2008 Pacific Association of Land Professionals (PALP) Conference held at GCC's Multipurpose Auditorium, GCC received several donations from GIS Technology, and from Carlson Survey and ESRI. Additionally, President Okada received a letter of appreciation from Mr. Frank Castro, President of PALP, for the use of the multipurpose auditorium and the great support provided by GCC staff and students.

## 2. Monthly Activities Report

**Student Trustee:** Trustee Charlene Flores reported on the following:

- March 14, 2008: An all day Students Leading Students Conference was held at the Westin Hotel. Trustee Leon Guerrero attended several workshops.
- April 10, 2008: A successful Spring Festival and Elections for Student Trustee were held.
- April 19, 2008: GCC's 5K Run/Walk event. Many students will volunteer their time to either assist or participate at this event. Board members also encouraged to support the event.
- April 20, 2008: GCC's participation at the Bone Marrow Drive to be held at the Guam Premier Outlets in Tamuning. Board members encouraged to attend.
- April 24, 2008: COPSA's New Officers Induction Ceremony. Current COPSA president is Ms. Tara Pascual.

**Faculty Advisory Member:** Ms. Karen Sablan reported on the following:

- February 18, 2008: A successful Professional Development Day for faculty was held.
- March 8, 2008: Skills USA competition was held on campus. The seven student winners, accompanied by six faculty members, will be traveling to Kansas City in June 2008 to attend/compete in the Skills U.S.A. National Leadership & Skills Conference.
- April 18, 2008: Faculty Senate elections will be held @ the GCC Multipurpose Auditorium.
- April 25, 2008: Faculty Senate to conduct several workshops. Funds to support the workshops will

come from the PDRC funding. Additionally, several academic advisory committee members to attend a Module Advisement workshop.

- Faculty Promotions: Ten GCC faculty members have been promoted, with their promotion to be effective October 2008.
- Phi Theta Kappa: Mr. Eric Chong was selected as a Faculty Scholar for the 2008 Phi Theta Kappa Faculty Scholar Conference and 2008 Phi Theta Kappa International Honors Institute.
- New Associate Dean: Ms. Kelly Sukola has been selected as the new Associate Dean for Continuing Education.

At this time, President Okada added the selection of and acceptance by Ms. Marsha Postrozny as the new Adjunct Associate Dean.

**Support Staff Advisory Member:** Mr. Ken Bautista reported on the following:

- GCC's Financial Aid segment of Banner is now live.
- Banner training continues to be held with staff members from the business and procurement offices.
- The GCC Employees Association is holding a raffle drawing on April 25, 2008. For those interested, tickets are being sold for \$1.00/ticket. Details of the raffle drawing can be viewed under MyGCC.
- In preparation for ACCJC training that was held on campus on April 15, several administrators, staff and faculty volunteered their time to pick up trash around the campus.
- Upgrade to GCC's Banner system is scheduled to take place sometime in May 2008.
- GCC employees Patrick Clymer (GCC's Registrar), and Marlene Montague (MIS department) are currently attending a Summit for Banner in California.
- Relay for Life is scheduled for Friday, May 23, 2008. All those present tonight were invited and encouraged to join TEAMGCC. Additionally, Student Trustee Flores encourages all GCC graduates to do a graduate walk (with their gown & cap) after their 6:00pm GCC Commencement on the same day, May 23.
- In celebration of GCC's 30<sup>th</sup> Year Anniversary, a 5-course dinner event is scheduled for May 9, 2008 at the Hyatt Hotel. Tickets are \$30/person. Board members encouraged to attend.

## VI. UNFINISHED BUSINESS

### 1. New Science & Allied Health Building (Update)

President Okada reported that the Request for Proposal (RFP) for the Science & Allied Health Building is scheduled to be published next week.

## VII. NEW BUSINESS

### 1. Proposed Board Policy: Enrichment Student Category (1<sup>st</sup> Reading)

President Okada noted that the proposed policy has been presented to and approved by the General Education Committee and the Faculty Governing Council, and has also been reviewed by legal counsel. She requested the Board's consideration to move the proposed policy to 2<sup>nd</sup> reading.

The proposed policy will allow students, who do not declare a major, to continue to take courses at GCC. However, at such time that the student does declare a major, GCC will only allow the student to transfer up to 18 credits into any chosen Associate or Certificate program.

In response to Trustee Flores' question regarding whether the student will be allowed to choose which 18 credits will be transferred, President Okada said that as appropriate the credits will be transferred to the student's program of their choice.

#### MOTION

**IT WAS MOVED BY TRUSTEE MARIA D. GARCIA, SECONDED BY TRUSTEE JOSEPH B. LEON GUERRERO, THAT THE BOARD MOVE PROPOSED BOARD POLICY "ENRICHMENT STUDENT CATEGORY" TO 2<sup>ND</sup> READING.**

At this time, for clarification purposes, Attorney Hopkins recommended the following:

1<sup>st</sup> Whereas: replace "Public Law 14-77" with "in 17 GCA, Section 31107"...

2<sup>nd</sup> Whereas: add the phrase "pursuant to 17 GCA, Section 31108", one of the Board's duties.....

**MOTION CARRIES. (Voting: 4-ayes, 0-nays)**

**2. Proposed Board Resolution: Additional Appropriation for Technology Center Emergency Generator**

President Okada noted that based on the discussions at the last board meeting, presented to the Board this evening is a proposed resolution to address the pending generator for the Technology Center. She noted that the Board previously authorized the amount of \$150,000 for the generator, however, based on the bids recently submitted, the lowest bid made to GCC is in the amount of \$275,860.00. She emphasized that this amount will be honored by the Contractor only up until May 15, 2008. Therefore, considering the deadline date of May 15, President Okada requested the Board's consideration to appropriate the additional amount of \$125,860 needed to adequately fund the project.

#### MOTION

**IT WAS MOVED BY TRUSTEE MARIA D. GARCIA, SECONDED BY TRUSTEE CHARLENE K. FLORES, THAT THE BOARD APPROVES BOARD RESOLUTION "ADDITIONAL APPROPRIATION FOR TECHNOLOGY CENTER EMERGENCY GENERATOR."**

Vice President Camacho noted that the three generators currently on campus serve as back-up generators to support the Culinary Arts program, to support the systems servers located at the D-Wing building, and to support the water tank pumps. Vice President Camacho added that he is also working with the Department of Public Works on the application relative to the environmental issues. Also, all necessary and required permits for the project will be taken care of by the Contractor. The project completion date is about 120-days.

**MOTION CARRIES. (Voting: 4-ayes, 0-nays) (Copy attached.)**

**3. Academic Calendar (2008-2013)**

President Okada noted that the Academic Calendar for 2008-2013 has been reviewed by the Faculty Senate Executive Committee and the Curriculum Committee, and has been approved by the Calendar Committee. The calendar presented only reflects the Academic Calendar for GCC Postsecondary and Adult High School students.

**MOTION**

**IT WAS MOVED BY TRUSTEE JOSEPH B. LEON GUERRERO, SECONDED BY TRUSTEE CHARLENE K. FLORES, THAT THE BOARD APPROVES THE ACADEMIC CALENDAR FOR AY2008-2013.**

For the Board's information only, Ms. Karen Sablan noted that the Governor vetoed the Bill relative to declaring Martin Luther King day a Holiday. However, per a phone call to the Legislature this afternoon, no action yet has been taken by the Guam Legislature to override the Governor's veto on the Bill.

**MOTION CARRIES. (Voting: 5-ayes, 0-nays) (Copy attached.)**

**4. Trip Report: National Conference on Student Leadership, March 21-April 1, 2008 (Trustee Flores)**

Trustee Flores shared that the trip provided her the opportunity to meet other Student Trustees at the event establishing a network with them. During the conference, she also had the opportunity to attend several workshops and presentations on conducting effective meetings and having a diverse and inclusive campus. With the knowledge obtained, Trustee Flores said that she will share the information received with the various student organizations on campus, with COPSA, and with the Center for Student Involvement. Additionally, Board members congratulated Trustee Flores for passing the Certified Student Leadership exam.

**5. President's Travel Schedule (July 2008)**

President Okada noted that the Pacific Postsecondary Education Council's (PPEC) next meeting is scheduled for July 9-11, 2008 in Pohnpei, FSM. Upon the approval of funding from the Department of Interior, some of the PPEC travel will be paid from that fund.

**MOTION**

**IT WAS MOVED BY TRUSTEE JOSEPH B. LEON GUERRERO, SECONDED BY TRUSTEE CHARLENE K. FLORES, THAT THE BOARD APPROVES THE PRESIDENT'S TRAVEL SCHEDULE IN JULY 2008. MOTION CARRIES. (Voting: 4-ayes, 0-nays)**

Selection UOG's New President: At this time, President Okada received a call from the University of Guam that tonight the University of Guam Board of Regents has selected Dr. Robert Underwood as the new President for UOG. Board of Trustees members applaud the selection.

At 7:20 p.m., the meeting went into Executive Session.

**VIII. EXECUTIVE SESSION**

1. Personnel Matters
2. Labor Management Relations
3. Legal Matters

At 8:35 p.m., the meeting reconvened to open session.

RFP for Independent Salary Study:

**MOTION**

**IT WAS MOVED BY TRUSTEE JOSEPH B. LEON GUERRERO, SECONDED BY TRUSTEE MARIA D. GARCIA, THAT THE BOARD AUTHORIZES THE GUAM COMMUNITY COLLEGE TO PROCEED WITH A REQUEST FOR PROPOSAL FOR AN INDEPENDENT SALARY STUDY, TO INCLUDE CLASSIFIED STAFF, ADMINISTRATORS, AND FACULTY. MOTION CARRIES. (Voting: 4-eyes, 0-nays)**

President Okada's Report:

**MOTION**

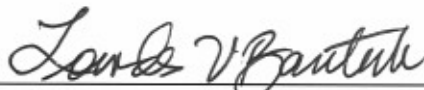
**IT WAS MOVED BY TRUSTEE JOSEPH B. GUERRERO, SECONDED BY TRUSTEE CHARLENE K. FLORES, THAT THE BOARD ACCEPTS PRESIDENT OKADA'S PROGRESS REPORT. MOTION CARRIES. (Voting: 5 eyes, 0 nays)**

Board extends Appreciation to the following: At this time, Board members extended appreciation to GCC employees for all their good and hard work throughout the past months; and to Cars Plus for their donation of equipment and supplies to support our Diesel Mechanic course offering; and to Carlson Survey and ESRI for their donation of the software/license to Guam Community College. Additionally, congratulations were extended to the winner(s) of this year's LMP competition.

**IX. ADJOURNMENT**

There being no further discussions, the meeting of April 17, 2008 adjourned at 8:45 p.m.


SUBMITTED BY:



LOURDES V. BAUTISTA

Recording Secretary

ATTESTED BY:

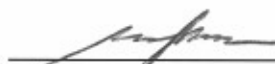


MAY - 8 2008

CHARLENE K. FLORES

Secretary

APPROVED BY:



MAY - 8 2008

GINA Y. RAMOS

Chairperson

Attachments:

1. Board Resolution 7-2008: Additional Appropriation for Technology Center Emergency Generator
2. Academic Calendar, AY2008-2013



**GUAM COMMUNITY COLLEGE**  
**Board of Trustees**

**Additional Appropriation for  
Technology Center Emergency Generator**

**WHEREAS**, the Board adopted Resolution 24-2005 on October 4, 2005 appropriating the sum of \$150,000 to finance the generator project for the Technology Building; and

**WHEREAS**, the Board had requested that the President explore the possibility of purchasing a refurbished generator in lieu of a new unit; and

**WHEREAS**, on July 11, 2006, the Environmental Protection Agency requires that the 500KW generator set that is specified in the construction documents be Tier 2 certified; and

**WHEREAS**, the College has issued a Bid Invitation GCC-FB-M8-001, "GCC Technology Center Emergency Generator for a 500KW generator set and a protective enclosure on November 11, 2007; and

**WHEREAS**, the lowest bidder offered a price of \$275,860.00 to supply the generator set and build the enclosure in compliance with the construction documents and all regulatory requirements; and

**WHEREAS**, the low bidder has given the College documentation that they will honor their offer only up to May 15, 2008.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees authorizes the award of the Bid to the lowest responsible and responsive bidder.

**BE IT FURTHER RESOLVED**, that the Board appropriates the sum of \$125,860.00 from Fund Balance to adequately fund the project.

**Adopted: April 17, 2008**

**Resolution 7-2008**



**Guam Community College**  
**FIVE-YEAR ACADEMIC CALENDAR**  
**AY2008 – AY2013**

FALL TERM	2008	2009	2010	2011	2012
Faculty Start Date	08/08/08	08/14/09	08/13/10	08/12/11	08/10/12
First Day of Weekday Classes	08/13/08	08/19/09	08/18/10	08/17/11	08/15/12
First Day of Monday-Wednesday Classes	08/13/08	08/19/09	08/18/10	08/17/11	08/15/12
First Day of Tuesday-Thursday Classes	08/14/08	08/20/09	08/19/10	08/18/11	08/16/12
First Day of Friday Classes	08/15/08	08/21/09	08/20/10	08/19/11	08/17/12*
First Day of Saturday Classes	08/16/08	08/22/09	08/21/10	08/20/11	08/18/12
Labor Day Holiday	09/01/08	09/07/09	09/06/10	09/05/11	09/03/12
Professional Development Day (Columbus Day – no classes)	10/13/08	10/12/09	10/11/10	10/10/11	10/08/12
All Soul's Day Holiday (observed)	11/02/08	11/02/09	11/02/10	11/02/11	11/02/12
Veteran's Day Holiday (observed)	11/11/08	11/11/09	11/11/10	11/11/11	11/12/12
Thanksgiving Break	11/27/08-11/29/08	11/26/09-11/28/09	11/25/10-11/27/10	11/24/11-11/26/11	11/22/12-11/24/12
Our Lady of Camarin Day (observed)	12/08/08	12/08/09	12/08/10	12/08/11	12/07/12-12/08/12
Last Day of Classes	12/03/08	12/05/09	12/09/10	12/07/11	12/05/12
Last Day of Monday-Wednesday Classes	12/03/08	12/02/09	12/06/10	12/07/11	12/05/12
Last Day of Tuesday-Thursday Classes	12/02/08	12/03/09	12/09/10	12/01/11	11/29/12
Last Day of Friday Classes	11/21/08	12/04/09	12/03/10	12/09/11	11/30/12*
Last Day of Saturday Classes	11/22/08	12/05/09	12/04/10	12/03/11	12/01/12
Semester Ends / Grades Due	12/09/08	12/10/09	12/14/10	12/14/11	12/11/12
Potential Make-up Days	11/21, 11/28, 12/5	11/20, 11/27, 12/4	11/19, 11/26, 12/3	11/18, 11/25, 12/02	11/16, 11/23, 11/30
SPRING TERM	2009	2010	2011	2012	2013
Faculty Start Date	01/09/09	01/08/10	01/14/11	01/13/12	01/11/13
First Day of Weekday Classes	01/14/09	01/13/10	01/19/11	01/18/12	01/16/13
First Day of Monday-Wednesday Classes	01/14/09	01/13/10	01/19/11	01/18/12	01/16/13
First Day of Tuesday-Thursday Classes	01/15/09	01/14/10	01/20/11	01/19/12	01/17/13
First Day of Friday Classes	01/16/09	01/15/10	01/21/11	01/20/12	01/18/13
First Day of Saturday Classes	01/17/09	01/16/10	01/22/11	01/21/12	01/19/13
Professional Development Day (President's Day – no classes)	02/16/09	02/15/10	02/21/11	02/20/12	02/18/13
Spring Break	04/06/09-04/12/09	03/29/10-04/04/10	04/18/11-04/24/11	04/02/12-04/08/12	03/25/13-03/31/13
Last Day of Classes	05/06/09	05/05/10	05/11/11	05/09/12	05/08/13
Last Day of Monday-Wednesday Classes	05/06/09	05/05/10	05/11/11	05/09/12	05/08/13
Last Day of Tuesday-Thursday Classes	05/05/09	05/04/10	05/10/11	05/08/12	05/07/13
Last Day of Friday Classes	05/01/09	04/30/10	05/06/11	05/04/12	05/03/13
Last Day of Saturday Classes	05/02/09	05/01/10	05/07/11	05/05/12	05/04/13
Academic Year Ends / Grades Due	05/11/09	05/10/10	05/16/11	05/14/12	05/13/13
Commencement	05/22/09	05/14/10	05/20/11	05/18/12	05/17/13
Memorial Day Holiday (observed)	05/25/09	05/31/10	05/30/11	05/28/12	05/27/13
Potential Make-up Days	4/24, 5/1, 5/8	4/23, 4/30, 5/7	4/22, 4/29, 5/6	04/20, 04/27, 05/04	04/19, 04/26, 05/03
SUMMER TERM	2009	2010	2011	2012	2013
Faculty Start Date / 1st Day of Classes	06/05/09	06/04/10	06/03/11	06/01/12	06/07/13
Independence Day Holiday (observed)	07/03/09	07/05/10	07/04/11	07/04/12	07/04/13
Last Day of Classes	07/17/09	07/16/10	07/15/11	07/13/12	07/19/13
Liberation Day Holiday (observed)	07/21/09	07/21/10	07/21/11	07/20/12	07/22/13
Grades Due (except Saturday classes)	07/23/09	07/22/10	07/19/11	07/17/12	07/25/13
Potential Make-up Days	7/17, 7/20, 7/22	7/16, 7/19, 7/20	7/15, 7/18, 7/19	07/13, 07/16, 07/17	07/23, 07/24, 07/25

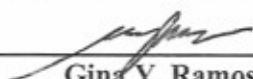
**NOTE:**

- 1) Secondary classes will follow Guam Public School System approved calendar for that particular High School.
- 2) Summer Term 60 hour classes meeting once a week require additional class sessions (classes may begin earlier or end later).
- 3) Summer Saturday classes start the Saturday before the first day of weekday classes.
- 4) This schedule is subject to change.
- 5) \*Minutes will need to be added to Friday only classes during Fall 2012 to meet required instructional hours.

**GCC Mission Statement**

Guam Community College is a public, open access secondary and post-secondary institution. We serve the diverse communities of Guam as a regional focal point for Micronesia within the Asia-Pacific Rim. We provide education and vocational training that is premised on lifelong learning. GCC is committed to providing quality learning opportunities in occupational, vocational-technical, technological, academic and continuing education reflective of our community and industry needs. --Adopted: January 3, 2008 --

Approved: \_\_\_\_\_

  
**Gina Y. Ramos, Chairperson**  
**Board of Trustees**

Date: April 17, 2008